

RULES

for the preparation and defense of bachelor's theses at Western Caspian University

The Rules have been compiled in accordance with the Law of the Republic of Azerbaijan "On Education", the requirements of the "Rules for the Content and Organization of Undergraduate Education", the order of the Ministry of Education of the Republic of Azerbaijan on approval of the rules for the preparation of bachelor's degree theses of higher education institutions, and the rules for the preparation of bachelor's degree theses of the Western Caspian University, as well as existing standards and instructions, requirements and rules.

1. General requirements

1.1. Thesis written at the bachelor's level of higher education must have the following objectives:

1.1.1. Thesis must have scientific or practical significance and systematize and consolidate the theoretical and practical knowledge acquired by the student in the direction;

1.1.2. To develop analytical and creative thinking;

1.1.3. To acquire skills in solving specific standard problems;

1.1.4. To learn the application of technical-economic, production and cultural construction issues;

1.1.5. To instill in students, the skills of independent work, translation from different languages, analysis and presentation under the guidance of a scientific supervisor;

1.1.6. To acquire skills in using modern and classical scientific and theoretical literature;

1.1.7. To master the methods of researching solutions to problems and questions posed in graduation works;

1.1.8. To master the skills of translating and analyzing the necessary information using various dictionaries and encyclopedic materials;

1.1.9. To determine the level of readiness of students to work independently in relevant fields of modern production, science, technology and culture.

1.2. To admit students who have successfully passed all attestation tests and interdisciplinary final exams to the defense of their graduation work.

1.3. To award students a qualification degree based on the results of the final attestation, which is part of the final state attestation.

2. Thesis Topics

2.1. Thesis topics must be determined by the department and approved by the faculty scientific council.

2.2. A student may apply to the department for a thesis topic. The topic submitted by the student must be discussed by the professors and teaching staff of the department and submitted to the faculty scientific council.

2.3. The topics of graduation works must comply with the following requirements:

2.3.1. They must be adapted to one of the existing problems in production;

2.3.2. They must fully meet the modern requirements of science and technology;

2.3.3. The direction of specialization and specialization must be taken into account;

2.3.4. They must correspond to the volume and content of the theoretical and practical knowledge acquired by students at the undergraduate level of the higher education institution.

2.4. By the end of the 7th semester, the departments must submit and prepare assignment sheets in accordance with the form and volume determined by the scientific supervisors and the higher education institution.

2.5. The materials must be given to the student 4 months before the defense.

2.6. The department must organize joint activities of the student and the scientific supervisor.

3. Structure and layout of published works

3.1 The text of the published work is written in A4 format, with a margin of 30 mm on the left, 10 mm on the right, and 20 mm above and below the page, in the Latin alphabet in Azerbaijani, Cyrillic in Russian, and English (US) in English, in the font "Times New Roman" 14, with a line spacing of 1.5, in black.

3.2. The names of the structural sections of the published work are written in capital letters, in dark black. (Appendix 1)

3.3 Images, tables, and graphs in the published work may be provided in color, in A3 (297 mm x 420 mm) format, and each A3 page is considered one page.

3.4. The title page of the Publication Work is not numbered, the next page is numbered starting with the number "2", and all other pages (structural sections of the Publication Work, including the list of used literature, appendices) are numbered sequentially with Arabic numerals.

3.5. The serial number of the pages in the thesis is written at the bottom of each page, to the right of the blank space.

3.6. The thesis should be in A4 format, with a volume of one hundred and ten to one hundred and thirty thousand characters (excluding images, tables, graphs, appendices and the list of literature). The volume of the thesis in the humanities can be up to twenty percent more, and in the natural sciences up to twenty percent less.

3.7. If it is not possible to accurately determine the number of characters written on one page of the thesis using a computer, the text written on one page is taken as two thousand characters.

3.8. When writing the thesis, the applicant must necessarily refer to the sources and authors of the materials used. After the reference in the text, the number of the work in the list of literature, the volume (for multi-volume works) and the corresponding page(s) are given in square brackets. For example, [54, p.162], [155, vol.2, p.82-

83], [54, p.162; p.23], etc.

3.9. It is recommended to provide a reference to the work in which each result obtained by the applicant was published in the text of the Publication Work.

3.10. Sentences, tables, pictures, diagrams, formulas and other means of expression included in the Publication Work without any changes are considered direct references. If the content of the direct reference is less than 40 words, it is written in quotation marks (" "). References exceeding 40 words are given in a 12-point italic font, in the form of a separate paragraph. Such a paragraph is written 1 cm shorter from the right and left than the general text. Similarly, in the case of extracting some sentences or expressions from

the copied passage, three dots (...) are placed at the place where the extraction was made.

3.11. The bachelor's generalization of the information in the cited source and its expression in his own opinion is considered an indirect reference. Here, the main issue is that the bachelor presents the information in his own sentences and without violating the integrity of the text. Indirect references do not use quotation marks or indented paragraphs.

3.12. The Bachelor's Thesis must be able to present the opinions of the authors cited in the thesis in a discussion style. Anyone reading the thesis must be able to follow the beginning and end of the references.

3.13. All information in the thesis text must be clearly visible.

3.14. The thesis is bound and presented in a thick cover.

3.15. General requirements for the thesis and the rules for its preparation must be prepared in accordance with the profile of personnel training of the Western Caspian University and must be approved by the scientific council of the university.

3.16. The content of the thesis must meet the requirements established by the state standard for bachelor's degree specialties of higher education institutions.

3.17. Depending on the direction (specialization), its volume may be within 30 - 40 printed sheets.

3.18. The thesis must be presented in printed form.

3.19. In addition to the supervisors, an expert also provides feedback on the graduation work.

3.20. The thesis should be structured as follows:

1. Title page (indicating the founder, educational institution, faculty, direction or specialty, title of the topic, supervisor, student's name); (Appendix 2)
2. Thesis assignment sheet;
3. Abstract;
4. Table of contents;
5. Introduction;
6. The main part of the assignment (chapter, paragraph, clause);
7. Final conclusion or suggestions;
8. List of used literature;
9. Appendices (if provided);
10. List of abbreviations and symbols (if the thesis is in the thesis).

4. Contents of thesis

- 4.1. Title page of thesis (Appendix 1)

This is the 1st page of the thesis and should indicate the educational institution, faculty, specialty, name of the topic, supervisor and

the name of the student.

4.2. Thesis assignment (Appendix 2)

The content of the submitted thesis, initial data, submission date, etc. should be noted.

4.3. Abstract

It should be prepared in two languages (in the language in which the thesis is written and in English) as a text containing the general content of the work and the main

results.

4.4. Table of Contents

- Each heading in the thesis and the page on which it is located must be indicated.
- The table of contents shall reflect the names of the structural sections of the thesis and their initial page numbers.
- The names of the structural sections of the thesis in the table of contents and their names in the text must be the same.

4.5. Introduction

4.5.1. The word "Introduction" is indicated as a title in the introduction and is not numbered.

4.5.2. Conclusion in the introduction of the work, the following subheadings should be written in dark black and

start with a paragraph: - Relevance and degree of development of the topic;

- Goals and objectives of the research;

- Research methods;

- Scientific novelty of the research;

- Theoretical and practical significance of the research;

- Conclusion The volume of the structural sections of the work is indicated separately.

4.6. The main part

The main content of the dissertation should be collected. The topic should be fully explained, the main and auxiliary questions that are relevant to the topic of the dissertation should be given, their explanation should be given, the importance and relevance of the work should be indicated, the research conducted and the results obtained should be explained. The theoretical and encyclopedic literature and references that are used and referred to in the explanatory note should be mentioned.

4.6.1. The main content of the dissertation is divided into chapters and paragraphs. The paragraphs of the dissertation can also be divided into paragraphs.

4.6.2 Each chapter of the dissertation is numbered with a Roman numeral. For example, Chapter I; Chapter II, etc.

4.6.3. The chapters of the dissertation should start on a new page.

4.6.4. Paragraphs within chapters are numbered sequentially with Arabic numerals. The paragraph number consists of the number of the chapter and paragraph separated by a dot. A period is placed at the end of the number. For example, 2.5. – that is, the fifth paragraph of the second chapter.

4.6.5. If there are paragraphs within a paragraph, they are numbered sequentially with Arabic numerals. The number of the paragraph consists of the number of the chapter, paragraph and paragraph, separated by a period. A period is placed at the end of the number. For example, 2.5.1. - that is, the first paragraph of the fifth paragraph of the second chapter.

4.6.6. The names of the chapters are separated from the text by three intervals, and the names of the paragraphs are separated from the text by two intervals.

4.6.7. The names of the chapters should be written symmetrically to the text, in capital letters, in dark black, and the names of the paragraphs should be written in letters from the paragraph to the line (except for the first letter) in dark black.

4.6.8. When writing the names of the chapters, it is not allowed to divide words into syllables and transfer them from line to line. The names of chapters and paragraphs are not underlined and a full stop is not put at the end.

4.6.9. If the names of chapters and paragraphs consist of two or more sentences, a full stop is put between them.

5. Conclusion

5.1 In the conclusion, the word “Conclusion” is indicated as a title and is not numbered.

5.2 In the conclusion, the main scientific innovations should be indicated and their significance should be substantiated.

5.3 In the Published work of applied importance, information on the application of the scientific results obtained by the applicant in practice should be indicated, and in the Published work of theoretical importance, recommendations on the use of scientific results should be indicated.

6. List of used literature (Appendix 5)

6.1 In the list of used literature, the words “List of used literature” are indicated as a title and are not numbered.

6.2. In the list of used literature, sources in Azerbaijani, then Turkish, Russian, English, French, German, Arabic, etc. languages are arranged in alphabetical order according to each language and are sequentially numbered.

6.3 The list of used literature should mainly reflect literature published in the last 10 years.

6.4 Bibliographic information is given in alphabetical order by the author's surname, name, patronymic or the name of the publication.

6.5 The following conventional signs are used in the bibliographic description of the sources used in the published work:

period, comma - hyphen - dash: double period / double slash // double slash () brackets [] square brackets

6.6 The bibliographic description of the literature in the list of used literature is compiled in accordance with the samples provided for in Appendix 13 to these Rules.

7. Appendices

7.1 The word “Appendices” is indicated as a title in the appendices and is not numbered.

7.2 Appendices should be paginated as a continuation of the overall work.

7.3 Appendices can also be given as an independent volume. If the appendices are an independent volume, they should have a title page and

should be numbered separately.

7.4 Appendices should be written in “Times New Roman” 12 fonts with 1.0-line spacing.

7.5 Publication All appendices should be referenced in the text of the work

8. Figures

8.1 Figures may be given in the text of the Work at the place where they are first referred to, on the next page or in the appendices.

8.2 Figures should be placed so that they can be easily viewed without turning the Work or when turning it clockwise.

8.3 Figures in the Work are numbered consecutively.

8.4 If there is one figure in the Work, it is not numbered, the word “Figure” and the name of the figure are written.

8.5 The word “Figure”, its number and name are written below the figure. The word “Figure” and the name of the figure are written in bold letters (except for the first letter), in dark black and are not underlined. The number of figures consists of the consecutive numbers of the chapter, paragraph and figure, separated from each other by a dot. For example, Figure 1.2.3 - that is, the third figure of the second paragraph of the first chapter.

8.6 Images included in the publication must be of high quality.

8.7 Images made with computer graphics and original photos can be used in the publication.

8.8 Photos smaller than A4 format must be pasted on a standard white sheet.

8.9 Images of non-standard sizes must fit into A4 format after folding.

8.10 References to each image in the text of the publication are made.

9. Tables

9.1 Tables may be given in the text of the work at the place where they are first referred to, on the next page or in the appendices.

9.2 Tables should be placed in such a way that they can be read easily without turning the work or after turning it clockwise.

9.3 Tables in the work are numbered consecutively.

9.4 If there is one table in the work, it is not numbered, the word “Table” and the name of the table are written.

9.5 The word “Table”, its number and name are written in the right corner above the table. The word “Table” and the name of the table are written in capital letters (except for the first letter), in dark black and are not underlined. The table number consists of the consecutive numbers of the chapter, paragraph and table, separated from each other by a dot.

For example, Table 1.2.3 – that is, the third table of the second paragraph of the first chapter.

9.6 When the table is located on two or more pages, the word “Table”, its number and name are indicated once in the upper right part above the table. The word “following” is written in the appropriate places of the remaining parts of the table.

When there are several tables in the published work, the word “Table” and its number are indicated in front of the word “following”. For example, following Table 1.2.3.

9.7 The text of the table should be written in 12-point font, 1 interval.

9.8 When dividing tables with a large number of rows and columns into parts and placing them on several pages, the integrity of the lines should be maintained.

9.9 References are made to each of the tables in the text of the Published Work. The source from which the information in the table is taken is indicated below the table. If the information in the table is the results of the author's research, the words “author's calculations” are indicated as the source.

10. Graphs

10.1 Graphs can be given in the text of the work, on the next page or in the appendices.

10.2 Graphs should be placed in such a way that they can be easily viewed without turning the work or when turning it clockwise.

10.3 Graphs in the work are numbered sequentially.

10.4 If there is one graph in the work, it is not numbered, the word “Graph” and the name of the graph are written.

10.5 The word “Graph”, its number and name are written below the graph. The word “Graph” and the name of the graph are written in bold letters (except for the first letter), in dark black and are not underlined. The number of graphs consists of the consecutive numbers of the chapter, paragraph and graph, separated from each other by a dot.

For example, Figure 1.2.3 – that is, the third figure in the second paragraph of the first chapter.

10.6 Citations Each figure in the text is cited.

11. Formulas (equations)

11.1 If there is more than one formula (equation) in the text of the Work, they are numbered consecutively.

11.2 The number of formulas (equations) consists of the serial numbers of the chapter, paragraph and formula, separated by a dot.

11.3 The number of formulas (equations) is written in brackets on the right side of the page at the same level. For example, (3.1.2) - that is, the second formula (equation) of the first paragraph of the third chapter.

11.4 The meaning of the symbols and the explanation of the numerical coefficients found in the formula (equation), taking into account the sequence of their location in the formula (equation), are given in the text of the Work after the formula (equation) or directly under the formula (equation). The first line of the explanation should begin with the word "here".

The meaning of each symbol and the explanation of the numerical coefficient are placed on a new line.

11.5 Formulas (equations) are separated from the text by an interval. One interval is kept above and below each formula, and if necessary, two intervals are kept. If the formula (equation) is not placed on one line, it is moved to a new line after any of the following signs: equality (=) or plus (+), subtraction (-), multiplication (x), division (:). In this case, the corresponding sign is written again at the beginning of the next line.

12. Abbreviations and symbols

12.1 When abbreviations, symbols, specific terms, new symbols, etc. that are not widely used in the work are used, a list is given with appropriate explanations about them.

12.2 The list is written in a column, the abbreviations, symbols, specific terms, symbols are listed in alphabetical order on the left side of the column, and their exact opening and meaning are given on the right side.

12.3 If special abbreviations, conventional signs, specific terms, symbols are repeated less than three times in the published work, the list is not compiled, their exact opening and meaning are given in the place where they are mentioned for the first time in the text.

13. Plagiarism

Published works must be original. Unauthorized appropriation of someone else's translation, writing or work is called plagiarism. To protect against this, when using other sources in the work, a reference must be given both within the text and in the literary citation.

The plagiarism control of the Published Work is carried out in accordance with the Plagiarism Rules of the Western Caspian University.

14. Organization of the defense of graduation theses and preservation of defended works

14.1. The defense of graduation theses shall be organized by a commission established in accordance with the "Regulations on the State Attestation of Students of Higher Education Institutions of the Republic of Azerbaijan at the Bachelor's Level".

14.2. The time allocation for the preparation, supervision and defense of graduation theses shall be determined in accordance with the provisions of the "Document on the Determination of the Time Norm for the Academic Year of the Professorial Staff, the Main Types of Scientific-Research, Scientific-Methodological and Other Work".

14.3. A commission consisting of a chairman, secretary and 2 members is formed by specialty and the evaluation of students' graduation theses shall be finalized with the opinion of the commission. The commission shall prepare a protocol of the DAC meeting for each student (Appendix 3).

14.4. The department shall organize a preliminary defense of the thesis at least 2 weeks before the defense of the thesis.

14.5. Before the defense, the student shall attach the opinion of the scientific supervisor, the opinion of a specialist from an external institution, an application addressed to the dean of the faculty, and other current documents to the thesis.

14.6. The defense of the student's thesis shall be evaluated according to a 100-point system (50 points before the defense, 50 points after the defense).

15. The score before the defense shall be calculated as follows:

- 10 points for the supervisor's opinion;
- 5 points for the specialist's opinion;
- 5 points for the norm control score;
- 30 points for the preparation and scientific substantiation of the thesis.

Publications must be maintained in accordance with the rules established by relevant legislation.

Publication The text of the work is written in black in A4 format, with 1.5 line spacing, in Latin in Azerbaijani, Cyrillic in Russian, and English (US) in English, in Times New Roman 14 font, with a margin of 30 mm on the left, 10 mm on the right, and 20 mm on the top and bottom of the page.